



## Invitation to Bid      HNS 21-2

**NOTE:** Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

**Documents included in Package:**

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

**Bid Walk & Bid Opening:**

Project Address:		<b>330 Orchard Trace Lane REHAB ONLY</b>
Bid Walk: July 9, 2020 at 10:00 am		
Bid Opening: July 16, 2020 at 2:00 pm		
Client Name:		Contact Number:
Project Manager: Mike Taylor		Contact Number: 704-336-4115

**Bid Walk and Bidding Instructions:**

*All bid walks are mandatory.*

*If you are going to be late the policy is the following:*

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at Mike Taylor (cell # 980-215-1156).

*Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.*

**The Bids will be opened at 600 East Trade St. immediately following the above due date and time.**



**SAFE HOME**  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

**Company Acknowledgement:**

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at **330 Orchard Trace Lane #6** to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

***All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:***

Dollars (\$ \_\_\_\_\_ )

*Written total*

Specs Dated: 6/24/20 Number of Pages: 7

Addenda # 1 Dated: Number of Pages:

Addenda # 2 Dated: Number of Pages:

**Project Schedule: *Minimum Start Date* -**

**Completion Deadline:**

***Please Print and Sign:***

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



### **Requirements For Bidders**

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Mikel Taylor  
Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 29202  
PH: (704) 336-4115  
Fax: (704) 632-8575



## **Instructions to Bidders**

### **Explanations to Bidders**

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

### **Preparation of Bids**

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

### **Submittal of Bids**

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



***SAFE HOME***  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
  - Scope of Work
  - Addenda Acknowledgement
  - Itemized Work Sheet
  - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS  
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

# Work Specification

Response Due: 6/24/2020 11:45

Prepared By:

City of Charlotte Housing & Neighborhood Services  
600 E. Trade Street  
Charlotte, NC 28202  
(704) 336-7600

## Property Details

Address: 330 Orchard Trace Lane #6  
Charlotte, NC 28213

Owner: Claudette Watson

Owner Phone: (704) 596-9836

Structure Type: Single Unit

Program(s): X - Emergency Repair  
SHFY2020

Square Feet: 828

Year Built: 1974

Property Value: 36200

Tax Parcel: 08925343

Census Tract:

Property Zone: Council District 4

## Additional Comments

SOW for Bidding

## Repairs

### Description

### Floor

### Room

### Exterior

### All Contractor's Project Requirements

### General Requirements

The contractor is responsible for all project requirements, including but not limited to:

All activities required by the City's COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.

Obtaining all permits required. Said permits shall include all items in this scope of work.

Provide temporary toilet facilities from job start until the completion of work.

Collect construction debris using dust control methods. Contractor shall haul debris away daily using dump trailers or trucks.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

# Work Specification

## Removal of Asbestos Containing Material

### General Requirements

The joint compound on the walls and ceilings is an asbestos containing material (ACM).

The contractor is responsible for the proper removal and disposal of all ACM disturbed in the course of working on this project.

If all disturbed ACM materials will fit into one asbestos waste or glove bag, contractor's workers who are properly trained under OSHA Construction Standard Asbestos Regulations 29 CFR 1926.1101 may remove and dispose of the ACM using safe work practices.

If all disturbed ACM materials will not fit into one asbestos waste or glove bag, or if workers are not properly trained, the contractor shall hire a state certified asbestos abatement firm to remove and dispose of the disturbed ACM materials.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Exterminate Insects

### General Requirements

Provide owner with a one year service contract with a properly licensed exterminator.

Service shall include initial treatment for all observed insect infestations with quarterly follow up treatments over the course of the contract.

Contract shall also provide for callback treatments between scheduled treatments if an infestation re-appears.

NOTE: Contractor shall inform exterminator that automatic contract renewals are not permitted. Contracts may only be renewed with the express, informed consent of the home owner.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Vinyl Window

### General Requirements

Remove and properly dispose of existing window units.

Field measure, order and install new Energy Star rated vinyl, double glazed LOW- E slider windows with screens.

Repair all areas disturbed by removal and installation.

Window frames shall be brown vinyl to blend with brickwork per HOA requirements.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

# Work Specification

## Water Heater 40 Gallon Electric

## Building Systems

Install a 40 gallon, glass lined, high recovery insulated to R-7, double element, electric water heater with 6 year warranty.

Include pressure and temperature relief valve, expansion tank, discharge tube to the top of the catch pan or to outside of structure, shut-off valve and electric supply.

If it is located on an upper floor or if there is no floor drain, install a catch pan drained to the exterior.

Dispose of old water heater appropriately.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Replace Electric Panel

## General Requirements

Replace electrical panel with new 110/220 volt, 150 amp panel with main disconnect and 12 circuit panel board.

Label outlets per Code requirements.

All equipment, materials, and work shall comply with all requirements of the Electrical Code.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Smoke Detector Hard Wired

## Building Systems

Install UL approved ceiling mounted smoke and heat detectors permanently hard wired into outlet boxes with battery backups in all bedrooms and outside of all sleeping areas.

Detector in the hall way shall be a combination CO/smoke detector.

All detectors shall be interconnected so that when any one detector goes off, all other detectors also go off.

Installation shall comply with all requirements of the Electrical Code.

Repair all tear out.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Install GFCI for Counter Top Outlets

## Kitchen

Provide GFCI protection at kitchen counter top outlets by replacing existing receptacles with GFCI receptacles OR by installing GFCI breakers on the counter top circuits.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Replace GFCI Receptacle 20 AMP

## Bathroom

Remove the existing receptacle from the outlet box and install a GFCI receptacle in the outlet box with a new cover plate.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$



# Work Specification

## Bath Exhaust Fan Replace

## Bathroom

Install a switched ceiling mounted Energy Star rated exhaust fan in the ceiling. FAN SHALL BE SWITCHED SEPARATELY FROM LIGHT.

Fan shall be quieter than 2 sones and shall move air at 100 cfm.

Proper installation of metal vent and roof or wall cap/damper assembly is included.

Installation of all necessary wiring for fan and switch is included. Switch shall be flush mounted near the door.

All materials and work shall comply with the Electrical and Mechanical Codes.

Repair all ceiling and wall damage caused by the installation.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Light Fixture Replace

## Bathroom

Install a switched, UL approved, wall mounted 3 or 4 bulb LED light fixture with shades and lamps.

Installation includes all necessary wiring per the NC Electrical Code.

Repair all damage to surface materials caused by installation.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

## Senior Easy Access Shower Package

## Bathroom

Remove existing tub and surround, including valve and drain and dispose of properly.

Install blocking for three grab bars at locations determined by rehab specialist and home owner.

Install a 30" x 60" fiberglass shower pan. Pan must be pre-approved by City rehab specialist.

Install cement tile backer board and a ceramic tile surround. Owner's choice of tile.

Install new drain and mixing valve with all associated plumbing lines.

Mixing valve shall be located in the center of the long wall of the shower to be accessible from a seated position.

Install a diverter valve with a handheld sprayer beside the mixing valve.

Shower head shall be located as normal. Install grab bars at designated locations.

Install tempered glass sliding shower doors.

Provide an approved seat manufactured for use in showers.

All materials and work shall comply with the Construction Specifications and the Plumbing Code.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

# Work Specification

## Paint Bathroom

## Bathroom

Remove or cover hardware, fixtures, accessories, and other room contents that are not to be painted.

Repair all tear out from other construction activities.

Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Repair any remaining defects in surfaces as necessary to produce smooth paint ready surfaces.

Prime all materials with a stain killing primer.

NOTE: Very old paint or other site conditions may require the use of a bonding primer to achieve a durable finished product. The contractor is responsible for choosing products and processes that insure a durable finished product.

Top coat with two coats of low VOC acrylic semigloss latex paint.

Surfaces to be painted include all walls, ceiling, trim, and doors.

Replace or uncover hardware, fixtures, accessories, and other room contents.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Sheet Vinyl Flooring

## Bathroom

Install ¼" underlayment, properly nailed and leveled.

Install full glue down sheet vinyl flooring with a 25 year manufacturer's warranty.

Vinyl must be approved by the Rehab Specialist at the pre-construction meeting. Provide owner with a minimum of three patterns from which to choose.

Install baseboard as necessary to match the existing and install quarter round around the perimeter of the vinyl.

Install appropriate transition strips where vinyl meets other flooring types.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Vanity/ Counter Top/ Sink

## Bathroom

Remove of old vanity and dispose of properly.

Install a new 24" vanity cabinet complete with marble-lite top with preformed sink.

Install single handle metal faucet with P- trap and drain lines to the wall, pop-up drain plug, supply lines, full port ball type shut-off valves & escutcheon plates.

All materials and workmanship shall meet the requirements of the NC Plumbing Code and the Construction Specifications.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

# Work Specification

## 17" Height Commode Replace

### Bathroom

Install a 17" height, 2 piece, close coupled, white, vitreous china commode with a maximum water usage per flush of 1.6 gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Paint Hall

### Hall

Remove or cover hardware, fixtures, furniture, accessories, and other room contents that are not to be painted.

Repair all tear out from other construction activities.

Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Repair any remaining defects in surfaces as necessary to produce smooth paint ready surfaces.

Prime all materials with a stain killing primer.

NOTE: Very old paint or other site conditions may require the use of a bonding primer to achieve a durable finished product. The contractor is responsible for choosing products and processes that insure a durable finished product.

Top coat with two coats of low VOC acrylic flat latex paint. Use semi-gloss paint in kitchens and bathrooms.

Surfaces to be painted include all walls and ceiling. Ceilings shall be painted the owner's choice of ceiling white or the selected wall color.

Replace or uncover hardware, fixtures, furniture, accessories, and other room contents.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Refrigerator--18 CF Frost Free

### General Requirements

Dispose of old refrigerator. Install a 2 door, Energy Star rated frost free refrigerator with at least 18 cubic feet. New refrigerator is to match existing refrigerator like for like (i.e. volume, style (top and bottom or side by side, or if have existing ice maker, install new refrigerator with ice maker as well).

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Interior Door Leversets

### General Requirements

Replace interior door knob sets with lever handle sets. Install privacy sets at bedrooms and bathrooms. Install passage sets at all other doors.

Match existing hardware finish unless home owner chooses otherwise.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

# Work Specification

## Exterior Door Hardware

## General Requirements

Replace entry hardware with lever handle entry set and single keyed deadbolt.

NOTE: Double keyed deadbolts are not permitted.  
All new locksets shall be keyed alike.

Deadbolt keepers shall be installed with long screws that attach securely to framing (new prehung doors equipped with reinforced metal plates on the inside of the jamb are also acceptable in lieu of long screws).

The finish of new hardware shall match existing hardware unless home owner selects otherwise.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Exterior Door Weatherstripping Install

## General Requirements

Install rigid aluminum strip with neoprene-type weatherstripping securely fastened to sides and head jambs and properly adjusted to provide an airtight seal.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Replace Cracked Ceramic Tiles

## Bedroom

Replace two cracked ceramic tiles in the corner bedroom floor. Match existing as close as possible.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Certification

Contractor Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_